

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PRESCHOOL SPECIAL NEEDS ASSISTANT**

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Jurisdictional Class: **Competitive**  
Date Adopted: **March 9, 2004**  
Date Revised:  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **15**

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**DISTINGUISHING FEATURES OF THE CLASS:** This is professional level work involving coordination of services to children with special needs and their families. Incumbent is the primary contact person with the family and all service providers. Incumbent also conducts community outreach and education. Work is performed under the general supervision of the Preschool Special Needs Coordinator. Supervision of others is not a function of this position. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Conducts community education, outreach and training regarding programs and services for children and families with special needs;  
Conducts intakes with families of children suspected of having special needs;  
Provides information and assistance to families regarding available services;  
Assists the family in obtaining evaluations and developing service plans; coordinates and monitors services identified in service plan;  
Trains, coordinates and supports service providers as well as providing technical assistance as needed;  
Observes deliverance of services and serves as the liaison between family, evaluators and service providers;  
Monitors the progress of the child and family and conducts quality assurance reviews;  
Ensures that a plan of transition from the Early Intervention Program to other programs or services is developed and discussed with the family;  
Supervises interns and student teachers in the Early Intervention and Preschool Special Needs programs;  
May serve on community or agency committees, e.g. VOTEC Early Childhood Advisory Committee, CCSI Tier II or LEICC meetings;  
May serve as the Early Intervention Official Designee or CPSE Municipal Representative on occasion.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of Federal, State and local laws and programs relating to services to young children; working knowledge of methods and procedures used to determine eligibility; good knowledge of medical terminology and child development; good organizational skills; good communication skills; good powers of observation; ability to establish relationships with others; ability to instruct and train others; good powers of observation and perception.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Early Childhood Education or in a health or human services field; **AND**
  - (1) One (1) year of experience in child-health or similar related health work; **OR**
  - (2) One (1) year of experience in social work dealing with children with a public or private social agency adhering to prescribed standards; **OR**
  - (3) One (1) year of teaching; **OR**

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Early Childhood Education or in a health or human services field, or a Registered Nursing certificate; **AND**
- (1) Three years of experience dealing with families and/or children, one year of which shall consist of service coordination experience with children with developmental disabilities in a recognized public or private agency adhering to prescribed standards; **OR**
  - (2) Three (3) years of experience as a Registered Nurse involving knowledge of child health and/or child growth and development; **OR**
- (C) Any combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENTS:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.